



MARY E. CRAZE  
CLERK OF THE CIRCUIT COURT  
FOR THE  
COUNTY OF CHESTERFIELD

REPORT ON AUDIT  
AT NOVEMBER 9, 2014

Auditor of Public Accounts  
Martha S. Mavredes, CPA  
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Martha S. Mavredes, CPA  
Auditor of Public Accounts

# Commonwealth of Virginia

*Auditor of Public Accounts*

P.O. Box 1295  
Richmond, Virginia 23218

January 27, 2015

Wendy S. Hughes  
Clerk of the Circuit Court  
County of Chesterfield

James Holland, Board Chairman  
County of Chesterfield

We have audited the accompanying Statement of Assets and Liabilities of Mary E. Craze, former Clerk of the Circuit Court of the County of Chesterfield for the period April 1, 2014 through November 9, 2014. All records supporting the amounts presented in this financial statement are the responsibility of this Clerk. Our responsibility is to express an opinion on the financial statement based on our audit.

Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial management system; evaluate the Court's internal controls; and test its compliance with significant state laws, regulations, and policies. However, our audit was more limited than would be necessary to provide assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

The purpose of the audit was to determine the accountability of the former Clerk at November 9, 2014, and to turn over the assets, accounts, and records of the office to Wendy S. Hughes, the newly appointed Clerk of the Circuit Court.

As described in Note 1, this financial statement has been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. This basis of accounting is prescribed by the State Comptroller and approved by the Auditor of Public Accounts as it is deemed the appropriate method of reporting by Clerks of the Circuit Court.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the assets and liabilities of the Clerk of the Circuit Court of the County of Chesterfield as of November 9, 2014, on the basis of accounting described in Note 1.

We acknowledge the cooperation extended to us during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

MSM:alh

cc: The Honorable Steven C. McCallum, Chief Judge  
James J.L. Stegmaier, County Administrator  
Robyn M. de Socio, Executive Secretary  
Compensation Board  
Paul DeLosh, Director of Judicial Services  
Supreme Court of Virginia

**COUNTY OF CHESTERFIELD**  
**CLERK OF THE CIRCUIT COURT**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**AS OF NOVEMBER 9, 2014**

ASSETS	
Cash and Cash Equivalents	\$3,717,809
Unreimbursed Clerk's Expenses	-
Total	<u>3,717,809</u>
LIABILITIES	
Due to the Commonwealth of Virginia	128,457
Due to the County of Chesterfield	97,064
Collections for others	573,515
Depository bonds	291,803
Monies under control of the court	2,566,201
Condemnation Funds	31,186
Credit Card Machine Fee and E-Recording Fee	7,917
Miscellaneous Fees	<u>21,666</u>
Total	<u>\$3,717,809</u>

*The accompanying Notes to the Financial Statement are an integral part of this statement.*

**COUNTY OF CHESTERFIELD**  
**CLERK OF THE CIRCUIT COURT**  
**NOTES TO FINANCIAL STATEMENT**  
**AS OF NOVEMBER 9, 2014**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Clerk of the Circuit Court is an elected constitutional officer who administers the County of Chesterfield's court of record. The Circuit Court is where individuals file documents requiring formal recording by law to include deeds, wills, marriage licenses and various other documents. The Circuit Court has exclusive original jurisdiction in all felony criminal cases, in civil chancery, and civil cases where the amount exceeds \$25,000. It also hears appeals from district courts.

**Basis of Accounting**

The financial statement is prepared using the cash basis of accounting, which records cash receipts when received and disbursements when made.

**2. SURETY BOND**

In accordance with Sections 2.2-1840 and 2.2-1841, Code of Virginia, the Clerk was bonded under a Public Officials Position Schedule Bond in the amount of \$500,000 with the Fidelity and Deposit Company of Maryland and through a self-insurance plan administered by the Virginia Department of Treasury's Division of Risk Management as sureties.